



# HAMILTON COUNTY LOCAL EMERGENCY PLANNING COMMITTEE

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## MINUTES

### LEPC Meeting Minutes, January 9, 2008

A meeting of the Hamilton County Local Emergency Planning Committee (LEPC) was held January 9, 2008 at Wally's Restaurant, 6521 Ringgold Rd., East Ridge, TN. The following constitutes the minutes of that meeting.

#### Those in attendance were:

Bruce Garner, CFD; Chairman  
Dawn Ford, Health Dept., V/Chair  
Larry Martin, McKee Foods, Vice/Chair  
David Darnell, BASF, Vice Chair  
John Piotter, Guardian Group, Vice/Chair  
Garish Patel, ALCO Chemical, V/Chair  
Bill Tittle, Ham. Co. Emer. Mgnt. Vice/Chair  
Wayne Stuntz, Secretary/Treasurer  
Caroline Williams, LWV  
Andrew Bender, HEPACO  
Karen Dale, INVISTA  
George Sivils, INVISTA  
John Moorshead, DPC Enterprises  
Susan Holmes, TN American Water  
Mark Starrett, Chattanooga Gas Co.  
Buddy Kamin, HCES  
Jamie Farrow, Pilgrims Pride  
David Woosley, CPD (Guest Speaker)  
Robert Hadden, THP  
Lebron Curd, Kinder Morgan/Transflo  
Anita Payne, Marion Co. EMA (Guest)  
Ron Payne, Marion Co. EMA (Guest)

Robert McCain, Chattanooga Gas  
Mark Zinnanti, TN Amer. Water  
Mike Poe, SOFIX Corp.  
Chris McCormack, SRT Safety  
Charles Burton, Grace Engineering  
Brad Parr, Chattem Chemicals  
Jason Allen, Chattem Chemicals  
Don Hood, ME  
Steve Lamb, SRT Safety  
Brian Lopez-Cepero, City of Chatt.  
Jimmie Hiibbard, TNSG  
Terry Parks, Memorial Health Sys.  
Jack Whitley, USDOT/PHMSA  
Dusty Rominger, Grace Chemical  
Mike James, MEI  
Robby Brewer, UNIVAR  
Mike Flynn, East Ridge Fire Rescue  
Indu Thaker, HC Engineering  
Daniel Hague, CFD

**Introductory Remarks:** Chairman Garner began by welcoming all in attendance and asked for personal introductions.

Chairman Garner commented on the excellent turn-out for the meeting and then asked if there was anyone in attendance who wished to join the LEPC.

### **Old Business:**

Chairman Garner asked if there was anyone present who wished to become a member of the LEPC

- Ms Jamie Farrow with Pilgrms Pride and Mr. Terry Parks with Memorial Health System asked to become members. Motion made by Jimmie Hibbard, seconded by Chief Bill Tittle. Motion carried.

Chairman Garner asked for a motion to approve November 14, 2007 meeting minutes. Motion made by Ms. Caroline Williams, seconded by Mr. Larry Martin. No further discussion. Motion carried.

Chairman Garner asked for the LEPC Financial report. The Secretary read the Financial Report. Motion to approve made by Mr. Indu Thaker, seconded by Mr. Brian Lopez-Cepero. No further discussion. Motion carried.

Chairman Garner asked the Secretary to give a brief update on the suggested recommendations made by the County Auditor's office following the latest audit for the LEPC. Secretary Stuntz said he is currently researching which bank offers the best rate for CDs—acknowledging that the federal rate system is an ever-changing system. Mr. Stuntz also said he will research the best price before purchasing the QuickBooks computer software program to handle the LEPC financial matters.

Chairman Garner, commenting on the last recommendation made by the County Auditor, said that the LEPC would initiate a 1099-MISC Form for any person hired to do work for the LEPC.

Chairman Garner thought that it was necessary to provide a brief summary of events that led to the program for today's LEPC meeting. Bruce said that during our last meeting, the subject surfaced regarding security measures a facility should take when witnessing situations of a suspicious nature around their facility. Following that meeting, Chairman Garner arranged a meeting with some Chief officers of the Chattanooga Police Department and a few select members from our LEPC membership (BASF and JIT) to discuss concerns these two companies had regarding facility security issues. This eventually led to that subject being selected as our program for this meeting.

### **Security Issues Related to the Chemical Industry:**

Chairman Garner then introduced Lt. David Woosley with the Chattanooga Police Dept. who gave an excellent presentation on "Security Issues Related to the Chemical Industry." Lt. Woosley, referring to the meeting that prompted his presentation, was quick to point out that the "information sharing" the Police Department was reporting to the Department of Homeland Security and other federal agencies was different from the "information sharing" given to the Police Department by members of the Chemical Industry.

In explanation, Lt. Woosley said the one thing that was not being done was making sure that the Police Department received the same Chemical Industry bulletins that the Chemical Industry and others were receiving. Lt. Woosley said that steps are being taken to ensure that the police department receives, reports and has the same concerns that other members of the community

have when it comes to information sharing regarding security issues. Lt. Woosley said that his department is currently working on assigning a specific “designator” to all Hamilton County Tier II facilities so that any report received concerning a particular Tier II facility will be routed to his office for review—in addition to being reviewed through the normal channels within the Police Department. Lt. Woosley went on to ask: “What does the Police Department ask of the Chemical Industry?” Lt. Woosley pointed out that to better assist his officers, it would be very helpful for the facility to have available their Facility Contingency Plan (Site Plan), located either at their guard shack or with a designee that could provide a site plan upon request by police personnel when responding to a facility. Lt. Woosley also requested that the facility identify their “critical/vital area” where police should first concentrate their first response. A third request Lt. Woosley made was to “be understanding”—to take the time to impart to the responding officer(s) exactly what it is they are responding for. His last request was that when a facility receives a “security bulletin” that it be filed with the company’s site plan, or put in a folder and used as a reference document if it is associated with the request for police response.

Lt. Woosley then offered a list of assets that the Police Department has that can be of great value to the Chemical Industry and other entities:

- Equipment necessary to operate in a chemical environment
- Two robots (obvious usage)
- Bomb Squad robotics & x-ray capabilities, chemical monitors, disruption capabilities
- SWAT team with expert sniper observers
- Armored vehicles
- Ability to operate in a contaminated environment for an extended period of time.
- Extensive & rigorous training preparing for a worst case scenario’s
  - In the process of preparing an exercise at a chemical facility—yet to be determined
- SWAT/Bomb Squad training at facility locations
  - Noting that previous Rail/Tank car training was conducted at JIT Terminal
  - Trains in environments not normally encountered in day-to-day activities
  - Training at facilities offers the opportunity to learn about that facility and communicate with site personnel

An excellent question and answer period ensued.

### **Tier 2 Submit Workshop and Electronic Submission of 2007 Tier II Forms**

Chairman Garner briefly reported on the status of the LEPC’s attempt to collect Tier II reports and convert them in electronic form. This should make it easier for local response agencies to retrieve the information much faster when responding to a haz-mat scene. Dawn Ford said that a letter addressing the electronic submission of Tier II reports went out in early January, under signatures of the Fire Marshall, LEPC Chairman and Emergency Management Chief, urging companies to use Tier2 Submit, a free EPA program that enables companies to submit Tier II reports electronically.

Dawn Ford said that a Tier2 Submit training class would be offered on January 23, 2008 at 09:00a.m. in the Emergency Operations Center (EOC) for those who may not be

familiar with the program. The training will offer the basics: i.e. downloading the software and how to enter the data electronically. Dawn said that even though the process may involve more effort initially—in the long run would take less time to prepare reports for later years. Dawn reminded members that the Chattanooga Fire Department would also be accepting electronic reports this year and that a hard copy can be printed from Tier2 Submit to satisfy the written submission to the SERC in Nashville.

**Other Business:**

Mr. Girish Patel reminded the committee of the presentation that Alco Chemical made to the LEPC in March of 2007 regarding the Responsible Care Management System and was proud to report that following their last audit in December 2007, Alco Chemical became a Responsible Care Management System certified company. Girish compared the rating to the Fire Department's ISO standards rating.

**Date and Location of Next Meeting:**

- Next meeting is March 12, 2008, 10:30 a.m. at Wally's Restaurant, 6521 Ringgold Rd, East Ridge, Tennessee.

**Adjournment**